

## INSTRUCTIONS FOR PART III) ELIGIBLE EQUIPMENT - (Required for Construction Grant Applicants Only)

Before completing this section, applicants should review the Final Rules and the list of eligible and ineligible equipment provided by NTIA/PTFP.

Check the block at the top of the page to indicate the category of equipment requested on that page. Arrange the equipment requested into these categories as described below (Dissemination, Origination, etc.). **Please do not place more than one equipment category on a page.** Make photocopies of the form and use as many pages as necessary to list all of the equipment categories requested. Retain the original blank for use later in case NTIA/PTFP requests revisions.

**Please number multiples pages, (e.g. 6-1, 6-2, etc.)**

For multi-site projects, enter the location at which the equipment will be placed on the line labeled "location."

**Use only the left-hand section ("Equipment Request") at this time to list the items requested. The right-hand section is for reporting purposes after a grant is awarded.**

Identify all major items required for the project. Proposed acquisition of multiple items grouped together for one price must be categorized sufficiently to provide assurance that no ineligible items are included.

In the column headed **Item**, place a general description of the equipment item in question; examples would be "studio cameras", "video production switcher", or "audio console." In the column headed **Description**, place the manufacturer and model number of the item. (This information indicates only the level of quality of the item. After competitive bidding, different manufacturers and models are commonly purchased.)

### Categories of Equipment to be listed in Part III

**A. Dissemination Equipment** ) Include items such as antennas, towers, transmitters, STLs, translators, cable/ITFS distribution systems, and equipment directly related to provision of a broadcast signal or delivery of non-broadcast programming to the intended audience.

**B. Origination Equipment** ) Include equipment for production of television or radio programs, including items such as cameras, microphones, turntables, recorders, switching equipment,

consoles, mixers, editing systems, telecine equipment, still store, character generators, signal processors, production lighting equipment, and other items necessary for production of broadcast-quality programming.

**Interconnection Equipment** ) Include items such as microwave facilities, satellite reception equipment, and satellite transmission equipment.

**Reception Equipment** ) The receiving equipment to be listed here should be for the use of the public, such as specialized receivers used by handicapped groups (*i.e.*, sub-carrier [SCA] receivers, caption decoders, and similar equipment). Refer to the listing of ineligible equipment before requesting any over-the-air reception equipment.

**Test Equipment** ) Include test items necessary for good engineering practice.

**Other Equipment** ) Specify any other eligible equipment which cannot be classified under the other categories.

### Ownership of equipment

Generally, equipment listed as part of the proposed project cannot be owned by applicant, nor can any funds be obligated towards its purchase, before the PTFP closing date for the year the application is (or was) first submitted to PTFP. Inclusion of equipment purchased prior to the closing date will be considered on a case-by-case basis only when clear and compelling justification is provided to NTIA. Digital TV applications in the Broadcast Other category may use July 1, 1999 as the appropriate date for expenditure of local funds.

### Premature obligation of funds

PTFP considers money to be obligated when the Applicant enters into any sort of binding commitment to spend the money. This means the formal acceptance of a bid offering or the issuance of a purchase order.

Applicants are not permitted to obligate any monies from the eventual Federal share of a grant's Total Project Cost before the project Award Period begins. PTFP Award Periods usually begin October 1 and are determined by the Department )

If an applicant obligates more than the local match before a grant is formally awarded, an applicant faces two primary risks:

1. If may not be offered a grant award after all, or
2. Negotiations may reduce the amount of the total project cost, and if the applicant has obligated funds in excess of the negotiated local match, the Federal share will be correspondingly reduced.

### Installation Costs

Installation costs should be listed separately on the two lines, "Contractor installation" or "Staff installation." With regard to *transmission* equipment, NTIA strongly favors the use of either manufacturer or professional contractor personnel and commonly funds these costs. On the other hand, NTIA will rarely support requests for installation costs for *studio or test* equipment, whether that installation is done by staff or contract employees. Such installation is normally of minimal difficulty and the installation costs should be absorbed in the recipient's normal operating budget. NTIA will take into account demonstrations of exceptional need for such installation support, or demonstration that substantially greater efficiency would result from the use of staff installation instead of contractor installation.

### Donated Equipment

Items of donated equipment that are part of the proposed project should be listed within the proper categories along with items to be acquired with grant funds. Fill in the fair market value of donated items on the "cost" portion of the form. As noted above, applicants may take title to donated equipment prior to the closing date only upon presentation and acceptance by NTIA of clear and compelling justification.

If donated equipment is to be used for the local match, the application should include a certified appraisal from a qualified, independent engineer as to the age, fair market value, and remaining useful life of the donated items. In addition, the applicant must include a letter from the donor confirming the donation.

### Multi-year Applications

On the bottom line of the form, applicants for multi-year awards should circle the year for which funding is being requested for the equipment on this page.

Photocopy as many copies of the equipment form as necessary

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Do not include more than one category on an equipment page.